

Daviess County Library Board Meeting

March 17, 2022 at 4 p.m.

Present: Daren Adkins, Gregg Hartley, Barbara Caldwell, Kelvina Hobbs, Mary Jarboe, and director Elizabeth Plotner at the library.

Daren called the meeting to order at 4:04 p.m.

The board examined the minutes from the February 16, 2022, meeting. Barbara moved to approve the minutes as amended, and Kelvina seconded the motion, which passed unanimously.

Amy assisted Elizabeth in preparing for the board meeting and was present for the meeting.

The board examined the financial statements and accounts. The transfer check to pay the bills is in the amount of \$17,000. The total of the bills was \$20,334.72. Mary moved that the bills be paid and the transfer made to pay the bills. Gregg seconded the motion, which passed unanimously.

As of February 28, 2022, the accounts have the following balances:

Reserve at Farmer's (12/31/21)	\$236,068.23
BTC Capital Improvement	\$249,014.12
BTC Tax Revenue Account	\$250,778.97
Farmer's Basement Account (12/31/21)	\$6,726.48
Farmer's Checking	\$8,841.50

There were no concerns or public comments.

Elizabeth presented her director's report (attached).

There was no correspondence.

The website redesign has been going well.

Elizabeth mentioned a request from the 911 board to meet at the library, and suggested that the board discuss whether the library basement rental should be waived for county (taxing) entities. The board discussed the proposed change.

The parking lot lines should be done soon, since the weather is now cooperating. The city of Jamesport has not yet contacted the library about the water damage.

Elizabeth contacted Mike Emerson for a quote for the hospitality station. He quoted \$2,165 which does not include electricity or plumbing. She also reported on factors that will influence the cost of the project. There is no progress on the project to report.

The board discussed possibilities for replacing the library van. Elizabeth has requested a quote for repairing the outside light that is not working and retrofitting all the fixtures for modern lights.

The board discussed replacing the security cameras. Elizabeth will look into the cost and what type of camera to get and report back to the board, next meeting.

Terry Jarboe will come in and grade the parking lot. There was some water damage upstairs, but the insurance will probably not pay for the interior repairs. We will need work done before next winter to prevent more water damage. Elizabeth would like to add some additional shelving for the conference room . The approximate cost is \$3,300 according to Mike Emerson. Two companies are coming to give quotes on doors and repairing the windows.

Mary moved that the board send a letter to the county commission recommending that Barbara Caldwell be re-appointed to the library board. Barbara's current term expires in June. Gregg seconded the motion, which passed unanimously.

Elizabeth presented a list of items for the silent auction during the garage/book sale. Mary moved to sell all the items, and Kelvina seconded the motion, which passed unanimously.

The Gallatin Park Sports program has contacted the library to offer the rental of a banner. Mary moved that the library participate in the banner program. Kelvina seconded the motion, which passed unanimously.

The board discussed use of the library for tutoring and considered amending the policy if necessary.

Gregg moved that the meeting be adjourned, and Mary seconded the motion, which passed unanimously.

The next meeting will be held on **April 20, 2022,** at 4 p.m.

The preceding is a summary and not the actual minutes, which will be read, amended as required, and approved at the next regular meeting.

Gregg Hartley
Board Secretary

Attachment: Director's Report

Director's Report MARCH 2022

Building & Technology

- Capital improvement projects continue with installation of a hot water heater (on-demand). Davy Davis will connect electric and plumb device this week.
- Following the ice and snow earlier in the month, water damage was obvious in the NW corner of the main library room. Insurance has been contacted and review of actual costs is underway to determine whether the claim would exceed our \$1,000.00 deductible. Whitney Roofing inspected the exterior/roof and scupper and will submit a recommendation and quote for repairs to the valley. Handy-man, Mike Emerson, will work on tightening the scupper to the building. This is the second year in a row for this problem (minus the interior damage).
- The library was gifted an exceptional community service worked for 2 full days in March. Much was accomplished, to include: landscaping clean-up and spring pruning; drive-way salt removal/clean-up; several small inter-branch transfers; and several small reclamation projects.

Staff & Volunteers

- The first staff meeting went well and was contained to the 1-hour scheduled time period.

Continuing Education & Meetings

- The next professional meeting scheduled for the director is in April, Grand River Library Consortium (GRLC), followed in June with Missouri Library Association (MLA) in Columbia.

Collections & Materials

- Year to date, 586 items have been added to our physical collection including but not limited to 121adult titles, 102 easy reader titles, 161 junior/young adult titles, 60 audiobooks, 111 DVDs, and 19 magazines. Consortium total titles and copies reflect 96,087 items. February circulation numbers of physical items (including renewals) totalled 1,636 and electronic items totalled 725 turns.

Programming & Outreach

Library Wide

- March displays recognized Women's History Month and "luck o' the Irish" with Irish authors displayed. Face-front displays are constantly in need of replenishment, because when a patron sees the cover of a book, they try it out!

Digital Services

- Adult computer classes continue.

MultiMedia

- The new PLOUD website will be live April 01, 2022. Program and Marketing Circulation Assistant, Rachel Bradford, and the library director will complete the final modules on Tuesday, 22MARCH, with a scheduled review from the State Library liaison on Thursday, 24.MAR, and a soft roll-out on 25MAR to a sampling of patrons prior to live roll-out on April 1st.

Respectfully submitted,
Elizabeth S Plotner, Director